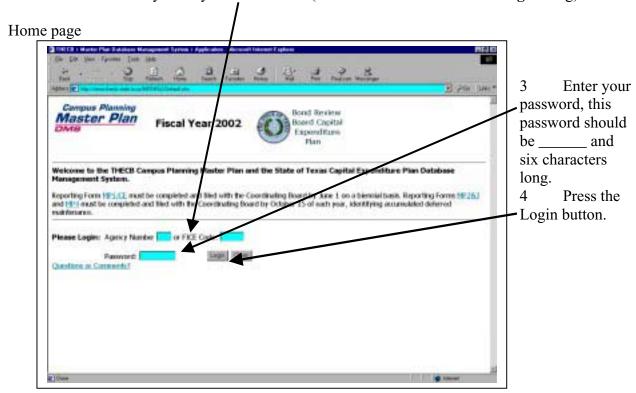**Capital Expenditure Plan / Campus Planning Master Plan**
Online data entry Instructions

PLEASE NOTE ALL FIELD NAMES ARE LINKED TO ADDITIONAL HELP
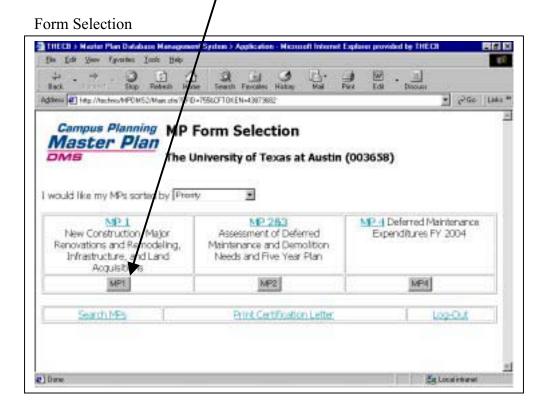INFORMATION.

IF ALL REQUIRED FIELDS HAVE DATA, THE UPDATE MP BUTTON MAY BE
PRESSED TO SAVE INPUTTED WORK. It is recommended that you press the Update MP
button before adding financings or debt repayments, or if you take an extended amount of time to
enter information.

IF YOU RECEIVE AN ERROR PAGE, PLEASE SAVE IT AS HTML OR HTM, AND SEND
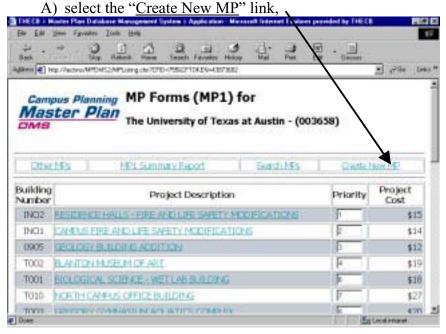IT ELECTRONICALLY TO THE PROGRAMMER AT THECB.

I   Go to the Capital Expenditure Plan/ Campus Planning Master Plan (CEP/MP) website:
    http://www.thecb.state.tx.us/mpdms2/default.cfm.

II   On the home page,
    1   Enter your Agency Number,
    2   or if a University enter your FICE Code (the FICE code should be **Six digits** long).

Home page

3   Enter your
password, this
password should
be _____ and
six characters
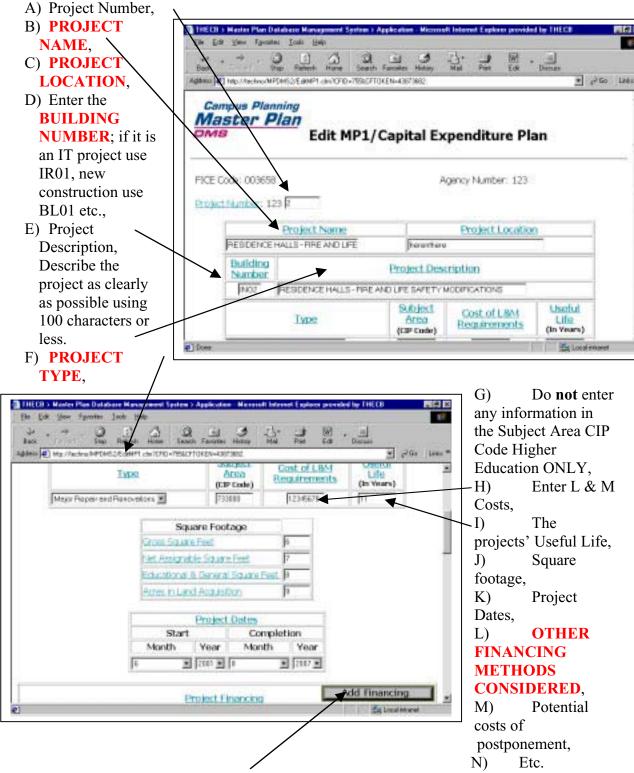long.
4   Press the
Login button.

III   Now you should be on the *Form Selection* page.
    1 For CEP data entry, select the MP1 button; this will take you to the CEP/PM Form page.

Form Selection

IV   On the CEP/MP Form page, projects are listed showing building number, description, priority, and cost.
    1 To create a new CE/MP record
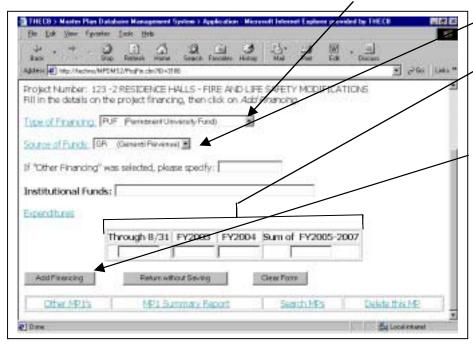   A) select the "Create New MP" link,

V   That takes you to the Edit MP1/Capital Expenditure Plan page.
  1 From this page you can enter data pertaining to your specific project. The minimum
     required fields to save data are bold print. Enter:
     A) Project Number,
     B) **PROJECT
          NAME**,
     C) **PROJECT
          LOCATION**,
     D) Enter the
          **BUILDING
          NUMBER**; if it is
          an IT project use
          IR01, new
          construction use
          BL01 etc.,
     E) Project
          Description,
          Describe the
          project as clearly
          as possible using
          100 characters or
          less.
     F) **PROJECT
          TYPE**,

     G)   Do **not** enter
     any information in
     the Subject Area CIP
     Code Higher
     Education ONLY,
     H)   Enter L & M
     Costs,
     I)   The
     projects' Useful Life,
     J)   Square
     footage,
     K)   Project
     Dates,
     L)   **OTHER
     FINANCING
     METHODS
     CONSIDERED**,
     M)   Potential
     costs of
      postponement,
     N)   Etc.

  2 Then select the Add Financing button to access the financing pages.

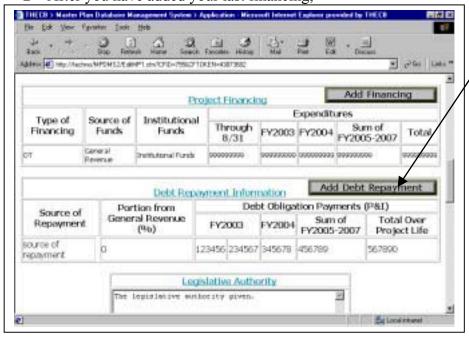Office Server\Capital Planning\2004-05\Webtry_ins.pdf

VI   On the Project Financing page
   1   From the drop-down box, select the Type of Financing,

A)   From the Second drop-down box, select Source of Funds,

B)   Enter the Expenditures through 2008,

C)   When done press the Add Financing Button.
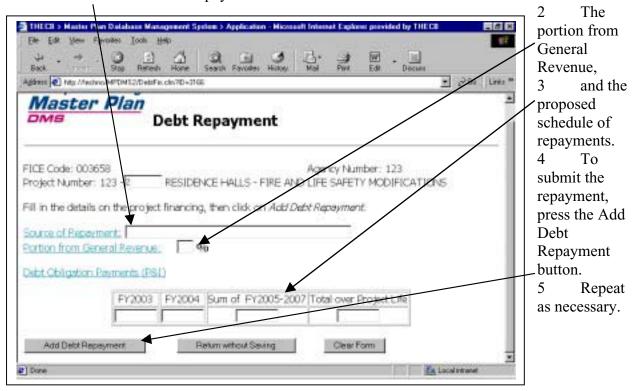
D)   Repeat to add as many financings as are required.

   2   After you have added your last financing,

A)   Select the Add Debt Repayment button to enter how any debt will be repaid.

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VII   On the Debt Repayment page,
   1   Enter the Source of Repayment

2   The portion from General Revenue,
3   and the proposed schedule of repayments.
4   To submit the repayment, press the Add Debt Repayment button.
5   Repeat as necessary.

VIII   This should take you back to the Edit MP1/Capital Expenditure Plan page.
   1   Press the Update MP to save the project information.

IX   Repeat until all major Capital Expenditures are recorded.

X   On the MP Forms for your agency,
   1   Rate the projects by priority,
   2   Press the update priority button to solidify latest priority.

XI   Upon completion and verification of all your information, please go to the *MP Form Selection* page and print a Certification Letter. Please mail your completed letter to:

~~Rob Latsha~~
~~Bond Review Board~~
~~P.O. Box 13292~~
~~Austin, Texas 78711~~

Mail certification letters for the MP1 updates submitted between 6/30/03 and 7/18/03 to:

Texas Higher Education Coordinating Board
P.O. Box 12788
Austin, TX 78711

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